



**DISTRICT OF COLUMBIA  
DEPARTMENT OF HEALTH  
HEALTH PROFESSIONAL LICENSING ADMINISTRATION  
BOARD OF MEDICINE**

To expedite the processing of your **NEW LICENSE APPLICATION** be sure to follow the instructions carefully before mailing your application package. It is important to send in all the required supporting documents listed below based on the method by which you are applying:

**\*WAIVER OF EXAMINATION:**

**FLEX – Federation Licensing Examination**

**USMLE – United States Medical Licensing Examination**

**NBME –National Board of Medical Examiners**

**NBOME – National Board of Osteopathic Medical Examiners**

**LMCC - Licentiate of the Medical Council of Canada**

**\*PLEASE NOTE: You must contact the examining authority for the appropriate exam above in order to have your official score transcript sent directly to the D.C. Board of Medicine.**

Checklist of Supporting Documents required

- ☐ A completed signed application for DC License.
- ☐ Two (2) recent passport photos (2" X 2")
- ☐ Three (3) Character Reference Forms using the Board standard form included in the application Instructions and Forms package. The forms must be completed by a Physician.
- ☐ You can expedite the process and obtain your American Medical Association (AMA) Profile from the website at:  
<http://www.ama-assn.org/amaphysicianprofiles>  
or you may contact the AMA directly at  
1-312-464-5199 or 1-800-665-2882.
- ☐ Name Change Document (Marriage Certificate, Divorce Decree or Court Order) if applicable.
- ☐ Social Security Number or a Sworn Affidavit attesting you do not have a social security number
- ☐ Original Letter of Verification of Licensure from ALL STATES THAT YOU HAVE EVER BEEN LICENSED.



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- ☐ Letter(s) of all Post Graduate Experience with start and ending dates on official letterhead sent directly from the institution/organization. Certificates, under extenuating circumstances are allowed if a notarized hardship letter is provided explaining why you are unable to obtain a Post Graduate letter and the reason as well as having the actual certificate copy notarized.
- ☐ Undergraduate Transcript coming directly from the institution. Under special circumstances, if foreign educated, a notarized hardship letter may be provided explaining why you are unable to obtain your foreign Undergraduate Transcript.
- ☐ Medical School Transcript coming directly from the institution. Under special circumstances, if foreign educated, a notarized hardship letter may be provided explaining why you are unable to obtain your foreign Medical Transcript.
- ☐ Examination Scores (Steps 1, 2 & 3)
- ☐ 5<sup>th</sup> Pathway Certificate – if applicable for an applicant who completed a foreign medical educational program not accredited by one of the accrediting bodies (refer to Chapter 46, Section 4604, of the Municipal Medicine Regulations).
- ☐ Foreign Trained Physicians must submit Original ECFMG Certificate.
- ☐ Fee must be in the form of Check, Money order or Certified Check Payable to Promissor, Inc.
- ☐ \$546 for Application and License Fee